



October 29, 2001

Village of Shorewood Hills  
Mr. Thomas G. Popp, Jr., Administrator  
810 Shorewood Boulevard  
Shorewood Hills, Wisconsin 53705

Dear Mr. Popp:

I am pleased to inform you that your municipality has been certified in accordance with Wisconsin Administrative Code, s. Comm 50.21 and 66.24, for commercial building code enforcement. Your municipality will have primary responsibility for review of building and heating plans for all new commercial buildings of less than 5,000 square feet total area and alterations involving less than 10,000 square feet area. Building plans for such buildings that are located within your municipality should no longer be submitted to our agency.

Your municipality has also been authorized per state statute 101.12(3)(g) to provide inspections in lieu of the state for all commercial building projects, regardless of size, in your municipality. However, plan review for projects beyond the certified municipality size limits will still be done by our agency.

An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings.

Your municipality shall follow the plan examination and inspection procedures under (5) and (6) of s. Comm 50.21. Attached is our agency's Quality, Quantity & Time (QQT) standards developed for our plan review staff; which we would expect your staff to use as a guideline. Municipalities may refer more complex projects to our agency as needed. We shall periodically monitor your municipality and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. Note that conditions of our delegation may change in the future. Municipalities are always free to relinquish their delegated authority.

I understand that Mr. Carl Anderson will be responsible for plan review and inspections and has the proper certification to do so. We do require that inspectors attend agency-approved continuing education to maintain their certification.

We will begin work on a press release announcing this action so that building designers will know where to submit plans. Our inspection deputy for the area will be meeting with your inspector to discuss our procedures for state inspections in certified municipalities.

The Division of Safety and Buildings looks forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Corry', written over a horizontal line.

Michael Corry  
Administrator

cc:

Henry Kosarzycki, Municipality Monitoring Agent  
Randy Baldwin, Integrated Services Bureau  
Dan Graham, Field Operations Bureau  
Dale Mitchell, Certified Municipalities Coordinator  
Sherry Liantonio, Office of Public Information



**Tony Evers, Governor**  
**Dawn Crim, Secretary**

February 17, 2021

Kyle Bunnow, Plan Review and Inspection Supervisor  
City of Madison  
215 Marin Luther King Jr Blvd, Suite 017  
Madison, WI 53701  
[KBunnow@cityofmadison.com](mailto:KBunnow@cityofmadison.com)

**VIA EMAIL**

Re: City of Madison Jurisdiction Request for Fire Suppression and Fire Alarm Plan Review and Inspection

Dear Kyle Bunnow,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wis. Stat. § 101.12(3g), I delegate your municipality the primary responsibility to do plan review of all size buildings and inspection of all size buildings for fire suppression and fire alarm projects in lieu of the Department.

An exception to this delegation is that our agency retains jurisdiction for plan review for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

At the time of this letter, your municipality is also delegated to perform fire suppression and fire alarm plan review and inspection within the Town of Madison, Town of Blooming Grove, and Village of Shorewood Hills.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a monthly report, in an electronic-based format, to the Department for all projects.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d)-(h), and (6).
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification, or the Fire Detection, Prevention, and Suppression Inspector if applicable, and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that the primary enforcement contact for your municipality, Bill Sullivan, has the proper certification to do so.

Our commercial building inspector for your area, David Pedersen, at (608) 669-0372, is available to assist in any questions or concerns your municipality may have with implementing these fire suppression and fire alarm services.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. McNally Jr." in a cursive script.

Michael D. McNally Jr.

Section Chief, Fire Suppression and Fire Alarm Program

cc: Garry Krause, Bureau Director, Technical Services Bureau  
David Pedersen, Commercial Building Inspector, Technical Services Bureau  
Renee Schwass, Town of Madison  
Mike Wolf, Town of Blooming Grove  
Karla Endres, Village of Shorewood Hills